

DRINKING WATER TREATMENT REVOLVING FUND
Set-Aside Funded Activities
FY 2002 GRANT
CHECKLIST FOR WEST VIRGINIA

This checklist consists of the activities in WV DHHR workplan for the TRF set-aside funded activities. It is meant to assist in the tracking of tasks completed and aid in evaluating the state's progress in accomplishing these activities.

Activity	Completed	Comments
4% Set-Aside		
1. Market the DWTRF Program by regularly updating the web page, providing articles on the Health Department in other newsletters, speaking to different organizations and civic groups, participating as an exhibitor at organizations conferences and communicate with systems directly.		<p>Provided articles for the following publications: WV Public Service Commission's newsletter "<i>Pipeline</i>" Environmental Engineering Division's newsletter "<i>Drips and Drops</i>"</p> <p>Made presentations at the following functions: Annual Conference of WV Rural Water Association West Virginia Children's Water Festival PSC Board Member and Municipal Officials Training Television interview on Public Access Channel</p>
2. Provide information clearinghouse and service referral system.		
3. Prepare annual Intended Use Plan and Capitalization Grant applications.		<p>Received approval on 2001 IUP and 2000 grant application (Sept 2001). Preparing 2001 IUP Amendment No. 1 and 2001 grant application for EPA submittal in Spring 2002.</p>

4. Coordinate reports, audits and reviews with EPA.		Submitted 1999, 2000, and 2001 DWSRF Annual Reports to EPA in November 2001. EPA-Region 3 site visit held in Spring 2002.
5. Evaluate and rank potential projects including all parts of the evaluation process. (i.e., input by applicants, information learned from sanitary surveys, operational reports, compliance histories, capacity development assessments and the status of the unserved and under served population)		Evaluated and ranked new projects from the WV Infrastructure & Jobs Development Council (IJDC). Published new project priority list for 30 days in State Journal and the DHHR website.
6. Review and approve management and operational contracts (especially where management and/or operational entity may not be the owner of the system).		N/S
7. Integrate pre-application activities		The IJDC process includes the review of the Engineering Report by OEHS' central office and district office staff.
8. Monitor construction progress. Process change orders as needed.		Monitored construction DWTRF projects, including processing invoices, changes and reviewing inspection reports.
9. Assess capacity development of systems applying for DWTRF assistance.		OEHS Engineering Division completed Capacity Development assessments on the DWTRF application for the Town of Wayne. Assessments are scheduled for Town of Bath and Town of Shepherdstown.
10. Approve system operations following construction and system startup.		Monitored through use of information provided to us by the loan recipient as required in the loan agreement.

11. Develop the DWTRF to ensure the long term perpetuity of the fund where after the initial capitalization years, the loan repayments in the fund will be used to finance additional projects.		Previously attended training on EPA's Financial Computer Modeling Course and have run several scenarios for the DWTRF fund. Currently working on finalizing an analysis to ensure the long-term perpetuality of the Fund.
15% Set-Aside		
1. Complete scheduled number of source water assessments		As of 3/31/02, of the 1100 surface and groundwater systems, 68% of the delineations have been completed; 44% of the assessments have been completed and 1% of the susceptibility reports.
2. Establish and implement wellhead protection activities for 450 small systems.		As of 3/31/02, approximately 272 assessments have been completed on Non-Community systems
3. Sponsor Water Awareness Symposium		On "hold." Planning to initiate in Spring 2004 after the deadline for the Susceptibility reports in May 2003.
4. Complete Pump Yield & Drawdown Test Method pamphlet		On "hold." Planning to initiate in Fall 2003 after the deadline for the Susceptibility reports in May 2003.

5. Develop Hydro-geology and Simulation of Ground-Water Flow and Delineation Models in Alluvial Aquifers Bordering the Ohio River, West Virginia (i.e., developing models and/or tools; OEHS proficiency)		On-going. \$30,000 contract signed. Work is progressing. Groundwater model developed for the City of Parkersburg, City of Vienna and City of Pt. Pleasant water systems in the State. Currently working on Lubeck and Moundsville systems.
6. UIC WHPP Program Contract - targeting delineated source water protection areas (i.e., 4 goals set forth in 2001 Workplan).		On-going. \$40,000 contract signed.
10% Set-Aside		
A. PROGRAM MANAGEMENT		
1. Establish Cross Connection Program		Held first Cross Connection / Backflow Prevention assembly / inspector / tester training course. Trained 12 water and wastewater operators
2. Integrate GIS w/ SDWIS		Contract with Global Consulting Co. to be effective during second half of fiscal year.
3 Implement SDWA Rules for 2002		Revised Public Water System Rules passed by 2002 WV Legislature. Revised rules adopt all EPA promulgated regulations prior to 1-1-02.
4. Provide training and proper equipment to staff		Formal training programs under development.

5. Emphasize public information/outreach (i.e., CCR, public awareness; latest regulations)		Conducted Capacity Development stakeholders meeting in March 2002.
6. Conduct capacity development assessments		Conducted assessments on Franklin (8-2001); Hardy County PSD (8-2001), Kenova (12-2001); Alpine Lake, Parsons, Terra Alta and Potomac Terrace (2-2002).
B. CAPACITY DEVELOPMENT PROGRAM		
7. Develop capacity development web page		Developed <u>draft</u> version Capacity Development webpage and submitted to OEHS' Website Action Committee in December 2001 for their review as part of their review of the complete overhaul of OEHS' webpage.
8. Complete and publish necessary capacity development program reports		Submitted Cap.Dev. Annual report for FFY 2001 to EPA in November 2001. Submitted 1420Y Report to EPA in August 2001. Provided comments on EPA 1420(b)(2) Summary Report in April 2002.
C. DATA & INFORMATION SYSTEM MANAGEMENT		
9. Form Data and Information System Planning and Policy Team		Currently reviewing.
10. Eliminate and consolidate independent, individual data bases. Establish a common system inventory file		Currently moving toward complete implementation of SDWIS/State with the year which will eliminate several databases. Common system inventory is located on SDWIS/State database.
11. Provide staff training and training for SDWIS data base administrator.		Will occur during implementation.

12. Administer and direct an improved information management system for use by management, staff and other agencies.		Will be available within the year after SDWIS/State implemented.
D. OPERATOR TRAINING and CERTIFICATION		
13. Review courses submitted for continuing education hours (CEH).		Water & wastewater treatment plant operators submit classes on continual basis. Over 200 separate courses have been received for CEH review. Reviewed courses each month (6 review times) during the PWSS reporting period.
14. Evaluate recertification procedures within EED.		Our procedures are evaluated on regular basis to eliminate inconsistencies / subjectivity among personnel and ensure compliance with federal and state regulations.
15. Increase the number of courses and class sizes for Class 1 operator certification classes.		Number of courses available increase regularly. ETC, WVRWA, NETCSC, OSHA, AWWA, Web courses, extension courses, and many private training centers submit courses for our approval. Monthly meetings held to review & approve. WVRWA submitted proposal for training 1D operators to become Class 1 operators. Training will be conducted upon approval of contract and receipt of 2001 capitalization grant.
16. Teach water related courses to outside organizations		Performed on regular basis. Courses taught at the WVRWA Cap. Dev. Expo in January 2002; also at WVRWA Annual Conference in October 2001; also PSC training sessions (see Item #1). Newest course is a 36-hour Cross Connection / Backflow Prevention assembly / inspector / tester training course.

17. Attend courses provided for continuing education		Routinely attend various courses sponsored by ETC, WV PSC, WVRWA, etc. to improve and update our knowledge. November 2001 audited WVRWA course on backflow prevention. Courses previously approved were also audited at Rural Water's annual conference and Cap. Dev. Expo. Audited NETESE Security Course.
18. Participate in Drinking Water Education and Training Coalition meetings		Both water operators and water well drillers participate in this endeavor. Participated in DWETC meetings in September and December 2001 and March 2002.
19. Participate in the development, production and distribution of a water operator training calendar		Assumed responsibility for the water operator training calendar in September 2001. Coordinate with other state agencies to help provide and support training. Utilize calendars to track training and testing.
20. Purchase training aids, equipment, study guides and reference materials to assist in training		Purchased videos, water and wastewater operator math textbooks and automated computer grading system.
21. Prepare and distribute a newsletter to communicate regulatory changes and other useful information to water treatment operators.		Prepare and publish Division newsletter " <i>Drips and Drops</i> " every 2-3 months. Articles concentrate on applicable regulations and pertinent information for operators, water well drillers and monitoring well drillers.
22. Cooperate with AWWA in recognizing and promoting the achievements of water operators.		Participate on committee to evaluate nominations for operator and plant excellence.
2% Set-Aside		

1. Enter into contract with WVRWA to provide technical assistance to small systems

OEHS has not entered into new contract after January 31, 2002. Based on review and approval of 2001 capitalization grant (including the 2% Technical Assistance), we are projecting entering into new contract prior to 7-1-2002.